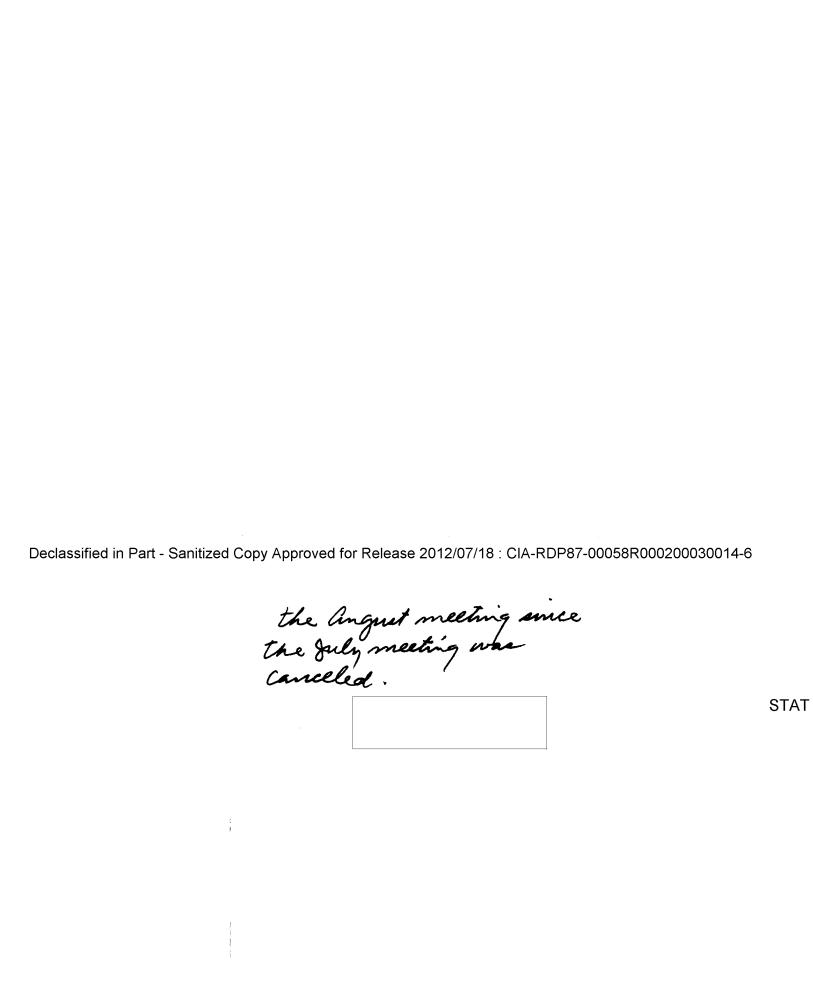
Declassified in Part - Sanitized Copy Approved for Release 2012/07/18 : CIA-RDP87-00058R000200030014-6

TRANSMITTAL SLIP	DATE 13 Jul	y 83
TO: DD/OIS		 j
ROOM NO. BUILDING		
REMARKS:		
Barbara,		
Attached are som for your meeting wi 14 July. Please le need further detail items. Musical Survey Control of the source of the	th the DDA of the know if son any of	you these
to bring up i	a my o	ne-
DDA. I will use this in		
	- ma	e ia
ROM:	(or	ver)
ROOM NO.	ЕХТ	ENSION
RM NO. 241 REPLACES FORM 36 WHICH MAY BE USE	-8 :D.	(47)

STAT

STAT



ADMINISTRATIVE - INTERNAL USE ONLY

POINTS FOR DISCUSSION WITH THE DDA ON 14 JULY 1983

Consolidated Registries

RMD is continuing to explore the feasibility of consolidating registries in the new Headquarters Building. A meeting was recently held with the Directorate RMOs to solicit their views on how this might be accomplished and to gather information on the registry requirements of components in their Directorate.

The Directorate RMOs in the DDA and DDS&T have tasked their components to provide them with information on: the registry-type functions that they currently provide; special services that they perform, e.g., the microfilming of travel vouchers in the Office of Finance; their equipment needs; and space requirements. This information will be discussed at a meeting with the Directorate RMOs next Tuesday (19 July). It should provide the preliminary basis for determining what registries perform similar activities, have comparable equipment needs, etc.

From this discussion, we should be able to make some preliminary estimate of what space registries will require in the new building and what registries might be most compatible for merger. We will then meet with Building Planning Staff, to discuss our findings and to receive from him information about planning for space allocation, etc., that might impact on our preliminary findings.

Training for Registry Personnel

OIS has received some mild criticism from some components about the lack of training provided to new registry personnel. These components feel that OIS needs to provide these individuals with training that will help them be productive employees more quickly.

D/OIS discussed this requirement at a recent meeting with who is meeting with components to discuss their training needs. RMD personnel have also met with to determine if a segment on registry training could be included in the new orientation program for new clerical employees. No commitments resulted from these discussions, which are still in a preliminary stage.

Discussions have also been held with the Directorate RMOs to solicit their views and support. The consensus of opinion is that the training is needed and that it should consist of hands-on experience supplemented by classroom sessions. It has been proposed that a large registry in each Directorate be used as a training registry, where new personnel can receive hands-on experience without being a liability to the operation. Another possibility is to set up a registry in OIS which will be used to train new personnel in registry techniques and on the CARS package. Classroom sessions would address procedures for handling SCI material, registry procedures, records management, setting up files systems, etc.

STAT

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONL)

These discussions are preliminary. We still need to look at what training the DDO provides and what programs might be available elsewhere in government that we could use or emulate. Some type of training program will result from this effort—a program that will be provided to new MI careerists before they are assigned to registries. We envision this will be part of a long-term OIS effort to upgrade the skills of its personnel and to assist the efforts of registry and records management personnel as we enter an era of increased automation.

ADMINISTRATIVE - INTERNAL USE ONLY